

EMPLOYMENT OPPORTUNITY

1. RPA # 4020-GCC
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Office Technician	3. POSITION NUMBER 293-100-1139-003	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF CA Gambling Control Commission	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$2465	
8. SEND APPLICATION TO: CA Gambling Control Commission Legislative Unit 2399 Gateway Oaks Dr. Suite 100 Sacramento, CA 95833 Nancy Bither	10. WORKING HOURS MON - FRI, DAYS - 08:00 - 05:00		TO \$2998	
	11. PUBLIC PHONE NUMBER (916) 263-0498			
	12. CALNET NUMBER (8)		14. FILE BY September 3, 2004	

Employment with the California Gambling Control Commission offers an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. Jurisdiction, including jurisdiction over operation and concentration, and supervision over gambling establishments in this state and over all persons or things having to do with the operations of gambling establishments is vested in the Commission.

15. DUTIES

In order to assist the Director of Legislation/Public Information Officer,

- Maintains working schedule and electronic calendar by using the Outlook program; arranges meetings through use of the computer and telephone, and provides back-up materials for meetings by duplicating supplied materials and researching files and electronic files for identified information.
- Screens telephone calls and personally provides information or refers call to the appropriate staff member based on knowledge of the Gambling Control Act, Tribal-State Compacts, Commission regulations and the legislative process.
- Gathers general information for press calls as requested by the Director by researching specific topics on the computer and by referring to Commission prepared documents and communicating with Commission and outside agency staff.

In order to provide technical and clerical support for the Director of Legislation/Public Information Officer,

- Prepares written letters, memos, reports, and other written documents for signature utilizing knowledge of vocabulary, grammar, and spelling and through use of the computer and word.
 - Reviews and proofreads outgoing correspondence and documents to ensure proper format, grammar, and spelling. Routes and/or faxes materials through use of the internal mail system and/or fax machine. Orders necessary supplies for the Legislative Unit based on verbal and written requests from staff and by following the Commissions policies and procedures for procurement.
- Prepares training and travel requests and makes necessary travel arrangements for the Legislative Unit through use of the computer and telephone.

In order to keep the Director of Legislation updated on the current status of legislative bills,

- Tracks all legislation relating to gaming through use of the automated legislative bill tracking system on the computer, that includes running searches and downloading pertinent bill information.
- Sets up and maintains Commission legislative tracking log for the legislative session, that includes setting up a log in the computer, revising, inputting, and updating data to ensure information in the system is correct.
- Produces routine and ad hoc reports as required by use of the computer and word and by utilizing knowledge of the Gambling Control Act and the Legislative Process.
- Prepares and updates the monthly legislative report by using Microsoft Word.

In order to assist the Director of Legislation/Public Information Officer,

- Logs incoming mail and assignments to the automated tracking system by using excel and word and tracks the status of assignments by utilizing organizational skills and the computer. Maintains master list of reports due to the Governor and Legislature by use of the computer, including Microsoft Word and Excel and by utilizing knowledge of the Gambling Control Act.

16. KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Modern office methods, supplies, and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work; including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; apply specific laws, rules and office policies and procedures; meet and deal tactfully with the public; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

17. SPECIAL REQUIREMENT:

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

18. WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Legislative activities take place at headquarters office during normal working hours, is a predominantly sedentary position that requires a negligible amount of lifting of up to 10 pounds of force. There will be an occasional need to drive to the State Capitol for delivery or pick up of materials. Office equipment such as telephone, computer, and copy machine are used on a regular basis.

19. DESIRABLE QUALIFICATIONS:

- Ability to manage multiple priorities/projects
- Ability to act independently with flexibility and diplomacy
- Ability to establish and maintain effective working relationships
- Excellent communication skills (verbal/written)
- Ability to maintain a positive and professional attitude when dealing with others
- Experience with Microsoft Excel and Word
- Awareness of the Legislative Process

20. SELECTION CRITERIA:

- ◆ Current California Gambling Control Commission employees who are Office Technicians or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply.
- ◆ Submit a standard state application to the above address.
- ◆ Applications will be screened and only the most qualified will be interviewed.